

**Kalamazoo Public Library**  
**OFFICIAL MINUTES OF THE BOARD OF TRUSTEES**  
*REGULAR SESSION*  
**DATE: December 19, 2011**  
**TIME: 4:00 P.M.**  
**LOCATION: Central Library**

**TRUSTEE ROLL CALL:**

Present: Fenner Brown, Robert Brown, Bruce Caple, Lisa Godfrey, Cheryl TenBrink, James Vander Roest, and Valerie Wright.

**CALL TO ORDER:**

President Godfrey called the meeting to order at 4:00 p.m.

**AGENDA APPROVAL:**

The agenda was approved with the addition of item VII. B. PLA Attendance.

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**I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS**

- A. Personal Property Tax Resolution**—Director Rohrbaugh presented the Personal Property Tax Resolution which Michigan Library Association requested that library boards throughout Michigan approve. This resolution advocates “replacing, not erasing” Personal Property Tax. President Godfrey expressed support of this resolution.

**MOTION:**

J. VANDER ROEST MOVED AND R. BROWN SUPPORTED THE MOTION TO APPROVE THE PERSONAL PROPERTY TAX RESOLUTION AS PRESENTED BY THE MICHIGAN LIBRARY ASSOCIATION.

**MOTION CARRIED BY ROLL CALL VOTE 7-0**



**II. PERSONS REQUESTING TO ADDRESS THE BOARD**

No one addressed the Board.

**III. CONSENT CALENDAR**

- A. Minutes of the Board Meeting of October 24, 2011**

**DISPOSITION:**

The board accepted the Minutes of the Board Meeting of October 24, 2011.

## IV. FINANCIAL REPORT

C. Financial Reports for the Periods Ending October 31, 2011 and November 30, 2011

**Recommendation:** A. Rohrbaugh recommended the Board accept the Financial Reports for the periods ending October 31, 2011 and November 30, 2011.

**MOTION:**

R. BROWN MOVED AND V. WRIGHT SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE PERIODS ENDING OCTOBER 31, 2011 AND NOVEMBER 30, 2011.

**DISCUSSION:** January 18, 2012 will be the next Budget and Finance Committee meeting to review budget revision requests. BTOP monies will be adjusted at this time. Included in the BTOP grant will be public Macs and more literacy stations like the ones currently in Children's Room at Central.

**MOTION CARRIED 7-0**



## V. REPORTS AND RECOMMENDATIONS

**ACTION ITEMS**A. Non-resident fee for 2012

**Recommendation:** A. Rohrbaugh recommended the Board establish the non-resident fee for 2012 at \$185.00 per household and \$92.50 per student non-resident card.

**Executive Summary:** The non-resident fee for 2012 is based upon the average tax on a residential parcel within the library district. It is an average calculated by dividing the average residential property tax revenue by the total reported residential parcels. The fee for 2012 calculates at \$183.88 per household. During 2011 the library sold 33 household and 3 student non-resident cards, comparable to the 2010 sale of 34 household and 0 student non-resident cards.

Total parcels in the library district rose by 155 parcels while the residential taxable value fell by \$18,505,975 or 1.2 percent. This resulted in a decrease in the district average residential property tax of \$757 per parcel to \$46,455 or a decrease from the prior year of 1.6 percent.

**MOTION:**

V. WRIGHT MOVED AND J. VANDER ROEST SUPPORTED THE MOTION TO ESTABLISH THE NON-RESIDENT FEE FOR 2012 TO \$185.00 PER HOUSEHOLD AND \$92.50 PER STUDENT NON-RESIDENT CARD.

**MOTION CARRIED 7-0**



**B. Reclassification of Librarian position**

**Recommendation:** A. Rohrbaugh recommended the position of Electronic Resources Librarian II in the Adult Services Department be reclassified to Librarian III effective January 1, 2012.

**Executive Summary:** As the current Law Librarian III moves into a full time Audio Visual (AV) Librarian role effective January 1, 2012, the Electronic Resource Librarian II will assume the leadership of the Law Library. This will broaden the scope and level of responsibility for this position through an increased scope of knowledge, responsibility for maintaining relationship with the court system and law community, and oversight and scheduling of Law Library staff. This reclassification was discussed and supported at the December 6, 2011 Personnel Committee meeting.

**MOTION:**

J. VANDER ROEST MOVED AND R. BROWN SUPPORTED THE MOTION TO RECLASSIFY THE POSITION OF ELECTRONIC RESOURCES LIBRARIAN II IN THE ADULT SERVICES DEPARTMENT TO LIBRARIAN III EFFECTIVE JANUARY 1, 2012

**MOTION CARRIED 7-0**

**C. Reclassification of Library Assistant position**

**Recommendation:** A. Rohrbaugh recommended the position of Library Assistant 5 in the Technical Services/IT Department be reclassified to Supervisory/Technical 2 effective January 1, 2012.

**Executive Summary:** The Library Assistant 5 position in IT has continued to broaden in scope and responsibility since reclassification in 2008 and current duties and responsibilities of this position better reflect that of the Supervisory/Technical classification. Those in Supervisory/Technical positions are expected to have a broad and comprehensive knowledge in their area of discipline, greater independence in work direction, and demonstration of project management and leadership skills. Examples of duties assigned to this position that require a level of skill commensurate with a Supervisory/Technical classification are organization of the installation of public and staff computers, initiation of proactive IT/AV support for branch operations, ongoing management of PC operations, and evaluation and recommendation of hardware and software tools. This reclassification was discussed and supported at the December 6, 2011 Personnel Committee meeting. Additionally, the KPLSP Executive Board has approved a release of this position from the union.

**MOTION:**

B. CAPLE MOVED AND C. TENBRINK SUPPORTED THE MOTION TO RECLASSIFY THE POSITION OF LIBRARY ASSISTANT 5 IN THE TECHNICAL SERVICES/IT DEPARTMENT TO SUPERVISORY/TECHNICAL 2 EFFECTIVE JANUARY 1, 2012.

**MOTION CARRIED 7-0****REPORTS****D. Legislative Update**

**Presentation:** Diane Schiller, Head of Financial Services, reviewed legislative activity of recent weeks. House Bill 4005 passed and is effective January 1, 2012. This sets dates of school and board trustee elections and requires them to be in November of even numbered years. This will impact current KPL Trustees' terms, extending them 18 months. House Bill 4683 extends the required compliance date to December 31, 2016 for the requirement for installation of equipment and software to provide specific location information of a 9-1-1 call. House Bills 4701 & 4702 (retiree benefit bills) were just signed by the governor on December 15, 2011 and address defined contribution plans and Healthcare Retirement Accounts.

**DISPOSITION:** The Board received this report from Ms. Schiller and thanked her for following legislation on behalf of KPL.

**E. ONEplace@KPL Leadership Academy**

**Presentation:** Ms. Bobbe Luce, of ONEplace@KPL, presented an overview of the new Leadership Academy to be held January through June of 2012. The syllabus includes topics such as non-profit structuring, board composition, leadership roles, HR issues, operations, and fundraising. ONEplace is accepting applications for the academy whose focus is different from WMU's leadership workshops and Leadership Kalamazoo.

**DISPOSITION:**

F. Brown commented on the diversity aspect of the academy and its focus on leadership within neighborhood associations. Trustees expressed their support of this new ONEplace initiative.

**F. "Geek the Library" Campaign**

**Presentation:** Marti Fritz, Marketing and Communications Manager, shared the marketing strategy of "Geek the Library" as created by OCLC with funding from a grant through the Bill and Melinda Gates Foundation. This nationwide marketing plan supports public libraries as being relevant to all: "Whatever you geek, the library supports you". It is a tool for spreading awareness about the value of public libraries and the critical funding issues they face. The plan is very structured having three strategic phases from generating staff participation to engaging prominent community figures.

**DISPOSITION:** There was some discussion of the timing and the specifics of the campaign. Trustees thanked Ms. Fritz for the report as well as her leadership of this effort for KPL.

**VI. COMMITTEE REPORTS**

- A. Finance and Budget Committee—no meeting; will meet January 18, 2012
- B. Personnel Committee—December 6, 2011 meeting resulted in approval of two reclassifications previously noted.
- C. Fund Development Committee—no meeting
- D. Director’s Building Advisory Committee—no meeting
- E.

**VII. OTHER BUSINESS**

**A. Director’s Report**

**Presentation:** The director highlighted several items in the report. She particularly talked about the status of the snowmelt system which had updated information after the report was written. The developer reconsidering the original proposal and the DDA has tabled the agenda item.

**Discussion:** Board members commented on several of the items and there was brief discussion about ebooks, floating collections, and the move of public computers to the second floor.

**B. PLA Attendance**

**Presentation:** President Godfrey reminded Trustees of PLA conference in March 2012.

**DISPOSITION:**

J. Vander Roest, B. Caple, and F. Brown are planning to attend PLA.

**VIII. PERSONS REQUESTING TO ADDRESS THE BOARD**

No one addressed the Board.

**IX. TRUSTEE COMMENTS**

- J. Vander Roest was glad to have attended the Great Grown Up Spelling Bee again and wished everyone happy holidays.
- R. Brown found MLA to be educational, especially the sessions related to Personal Property Tax. He also enjoyed the Spelling Bee.
- V. Wright expressed that the Teen area had a different vibe which she really liked. She also commented on the recent ebook article in the Kalamazoo Gazette.
- B. Caple said he was honored to be part of this organization since he was elected in May and wished all happy holidays.
- C. TenBrink wished everyone happy holidays as well.
- L. Godfrey was pleased to be invited to the Friends’ Christmas gathering. She wishes everyone a restful holiday.

**X. ADJOURNMENT**

Hearing no objection, President Godfrey adjourned the meeting at 5:40 pm

**X**

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Robert Brown  
Secretary